Writing sample from BEC Vantage book

Part 1 (homework from May 8th)

**W1:**  
**Suggested answer:** (50 words)
  
  To:     All staff  
  From:   Marie Santer  

  As you know we plan to upgrade our computer system. The system will be shut down all day on 15.12.01 to allow for the upgrading work to be carried out. Could you please make sure that you have work which does not require a computer for this day?

  Thank you.

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**W1(i):**  
**Suggested answer:** (46 words)
  
  To:     All staff  
  From:   Mr Port  

  I would like to inform you that, following the recent merger with Mason and Son, the new name for our company will be MasonGolding. This name becomes official on 17.09.01. Please note that from this time, the new company name only should be used.

  Thank you.

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**W1(ii):**  
**Suggested answer:** (48 words)
  
  To:     All staff  
  From:   Paul Blake  

  Please note that from next Monday we are introducing an environmentally friendly scheme. All used paper from the office will be recycled. Used sheets should be placed in the green bin next to the photocopier for collection. All staff are asked for their full cooperation with this scheme.
Test 1: Writing

Part One (Sample answer)

Jerry – The delegation is due at 9.30 next Friday. They'll be interested in seeing the production plant, and I suggest you also take them to the R&D section. We'll have lunch at the Mermaid Hotel at 1 pm, and of course you're invited to join us.
Thanks
Susannah

Part Two (Sample answer)

To: Coralie Jenkins, Training Manager
From: Noel Roberts
Subject: TRAINING COURSE

I would like to attend the 'Introduction to management' training course which is described in the attached leaflet.

BENEFITS
The programme looks very useful, particularly the section on communication skills. This is because I am not very good at talking to other staff about poor standards of work.

The course includes work in small groups, and that is how I learn best. Hearing other people's ideas is stimulating.

Participants will be given notes on key topics. These will be handy, both for me and for some of my colleagues.

DATES
I would prefer to attend the September course, as I have arranged to take annual leave in July.

PRICE
There is a 5% price reduction for early booking, so I hope that you will agree to book the course for me before the end of May.